



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations-Statistical Research 1754 Twin Towers East	Application Number 83-903	
Application Number		Date Received DEC 19 1983	Date Completed FEB 9 1984
2. Person to Contact Barbara F. Landay		Working Title Senior Research Specialist	Telephone Number 656-3435
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. AMEND SERIES TO CONTINUE INDEFINITELY b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. D-81-19 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest FY 1973 To Date		5. Records Series Title (followed by title used in office, if different) Vocational Planning and Operations Miscellaneous Planning Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? <u>No Change</u>			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: <u>No Change</u> Included are: File is arranged:			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>10</u> ; Seven to twelve months old <u>8</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>occas. ?</u>			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>3-5</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
	X	a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	N/A	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | 3 _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Reference material.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 2 year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Ch. Weyman Culp</i>	11/29/83	<i>Claudia Stipe</i>	11/29/83
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee <i>Mark A. Lavel</i>	2/3/84
		Secretary of State/Designee	
		Attorney General/Designee <i>David Hughes</i>	2/3/84



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Application Date	1. Agency Address Department of Education Office of Vocational Education Division of Vocational State Planning and Operations-Statistical Research 336 State Office Building Atlanta, Georgia	Application Number D-81-19	
Application Number		Date Received FEB 12 1981	Date Completed FEB 18 1981
2. Person to Contact Barbara F. Landay		Working Title Senior Research Specialist	
		Telephone Number 656-3435	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input checked="" type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest FY 1973 To Date		5. Records Series Title (followed by title used in office, if different) Vocational Planning and Operations Miscellaneous Planning Files	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Vocational Statistical Research and Reports Unit is responsible for compiling statistics and providing data on vocational student enrollment in secondary and postsecondary schools; staff development needs; manpower needs of business and industry and employment opportunities generated by them; specific vocational education programs required to meet identified needs; and other information for long and short-range planning for vocational education programs. The unit disseminates information to school systems, the public, and other Divisions within the Department and Office of Vocational Education, and assists with other Division activities as required.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Maintaining reference data used in compiling State Plans for Vocational Education programs. Included are: Original agreements between the Department and CESA's (Cooperative Education Service Area) for the funding of administrative costs; statistical papers and other working papers used in compiling published Statistical Plans; camera-ready copies of State Plans; recommendations from Advisory Council and others for changes in State Plans; and other related documents. File is arranged: Chronologically by Fiscal Year.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>0</u> ; Seven to twelve months old <u>0</u> ; Thirteen to twenty-four months old <u>0</u> ; twenty-five months and older <u>0</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			